SAM Registration – Have vendors use the following website:

https://www.sam.gov

Steps for Updating a Registration

- Log in to SAM
- Open Entity Record
 - Click on POC Scroll down to find email address
 - Contact Vendor to Ensure vendor has access to the email address found in their SAM entity record (if not see instructions)
 - o Have vendor "CREATE User Account" Individual Account Details
 - Enter Personal information
 - Create User ID & Password select and answer security questions
 - Click Done
- Vendor will receive a verification email from SAM within 5 to 10 minutes
 - o Vendor will click on link in body of email SAM launches
 - o Vendor will enter User ID & Password Created to verify account
- If Vendor has access to email address in SAM Entity Record Vendor may migrate their CCR information.
 - o Click on YES to migrate CCR information
 - Select CCR (Next)
 - Select the block that contains the email address used to register SAM account\
 - o Click Submit & Done
- If Vendor DOES NOT have access to email address located in SAM Entity record See below:
 - o SAM now has a new feature that allows you to migrate your roles even when you do not know the legacy system email associated with your DUNS. This process will assign you as Entity Administrator if you can provide the correct information below during the SAM migration process:
 - DUNS
 - Tax Identification Number
 - Bank Account Number
 - ABA Routing Number

To use this feature, please log into SAM at www.sam.gov. Go to "My SAM" then "Manage my User Roles", then select "Migrate Legacy System Account". Select the applicable legacy system then click "next". If you do not know the legacy system email, click the word "here" at the bottom of the page. You have 3 attempts to provide the correct information before the feature will disable.

- o If you are not successful using the automated migration process, please reply back to this email with the following information indicating that you need further assistance.
 - DUNS
 - Last 4 digits of the Tax Identification Number
 - Last 4 digits of the Bank Account Number
 - ABA Routing Number
 - Last 4 digits of the MPIN

If you have a current Government Contract or Grant or are replying to a Government solicitation, please request a letter from the applicable contracting/grant officer confirming that you should be granted access to this record. Please attach this letter to the Right Now incident, and ensure that the contracting/grant officer's email address is visible in the email attached. Below is an example of an email you can send to your contracting/grant officer:

"Dear X,

I am trying to register in The System for Award Management (www.SAM.gov). Since I am not the current entity administrator, an agent from SAM has requested that I provide a letter from my government contracting/grant officer verifying that I should have access to this record. Please send an email that verifies that I should have access to this record from your government email address so I may send this to the agent from SAM."



Register New Entity

Service Contract

Inventory

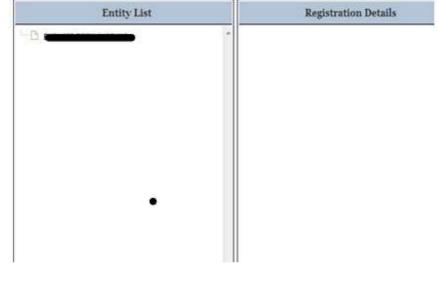
Account Settings

Data Access

General

After Migration – Updating SAM

 Click on Register/Update Entity – Most will be found under "Inactive Registrations" – If not, have vendor click through until they see their name.



Vendor will double click on their name – and then click UPDATE ENTITY

Each prompt must be answered....

CORE DATA

- Purpose of Registration Yes Next
- Do you wish to bid on contracts? Yes Next
- Confirm Purpose Next
- DUNS info NEXT
- Verify DUNS SAVE & Confirm
- Business Info Save & Continue
- IRS Consent Save & Continue
- CAGE SAVE & Continue (If no CAGE code it is OK)
- General INFO (Must VERIFY)
 - o Make sure that the following have appropriate answers -

■ First one can be Not Applicable, LLC or Subchapter S – the others will not apply to our vendors

Is your business/organization one of the foll	owing	(if none are applicable	select Not.	Applicable from	the drop-	down menu)?
Subchapter S Corporation (if applicable)	150					

Second one - - MAKE SURE it is NOT "tax exempt"

Please indicate the form of your Business	or Organization as Defined by the IRS*
Corporate Entity, Not Tax Exempt	•

■ Third one - - For Profit

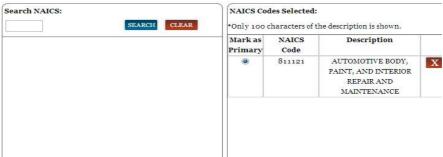
What is your organization's profit str	ucture? Please select one of the following*:
For-Profit Organization	(*)

- After verification Save & Continue
- Financial Information (MUST VERIFY)
 - o Make sure banking information is accurate
 - After verification Save & Continue
- Executive Compensations No Save & Continue
- Proceedings No Save & Continue
- Information Opt-Out (Answer either way) Save & Continue
- Review Core Data Save & Continue

ASSERTIONS

- NAICS codes (MUST VERIFY)
 - o Make sure 811121 is selected and marked as primary
 - If not selected SEARCH NAICS (enter NAICS code, click on SEARCH, when it populates, click on it once, then select ADD)
 - After verification Save & Continue

Add NAICS Classification Codes: * Search NAICS:



- Size Metrics (MUST VERIFY)
 - Verify with vendor of their Total Receipts & Avg Number of Employees
 - Make sure totals match in World Wide & Location
 - After verification Save & Continue
- EDI Information No Save & Continue
- Disaster Relief Information No Save & Continue
- Review Assertions Save & Continue

REPRESENTATIONS & CERTIFICATIONS

EACH QUESTION MUST BE ANSWERED – Vendors must be asked the questions!

Example of Answers provided by one of our GSA Vendors are listed below – NOTE: Vendors will need to provide their own answers...Question 1 is the owner or persons responsible for writing BIDS - -Keep in mind – the answers provided in this document are only EXAMPLES and not be assumed as the correct answers for other vendors. At the end of each section, click SAVE & CONTINUE:

 Who are the person(s) within CONTON S. AUTO PODY DIS responsible for determining prices offered in bids/proposals? (FAR 52.203-2)

Add New Person

	(FAR 52.214-	14. FAR 52.213-0)
	No	
		provide the following: Place of Performance (Address) of the Other Plants/Facilities, Name(s) of Owner at lant/Facilities, Address(es) of Owner and Operator of Plant/Facilities (Street, Address, City, County, Stat
		Add New Plant/Facility
3	. TIN is on file.	(FAR 52.204-3, FAR 52.212-3)
4	. For products	designated by the Environmental Protection Agency and provided by https://example.com/
		recovered material content meet the applicable EPA guidelines? (FAR 52.223-4, FAR 52.223-9)
	Vendor will p	provide information with specific offers to the Government
5. Is	Description of	NAME OF THE A SMALL BUSINESS CONCERN THAT WISHES TO BE CONSIDERED FOR STATUS AS A LABOR SUPPLIES AREA (
CENT FIRE	oncern? (<u>FAR 5</u> :	2
	No	▼
В		ng a state to show the labor surplus areas within that state, and then select the area
6. Is	egin by selectin	ng a state to show the labor surplus areas within that state, and then select the area Select the area owned or controlled by a common parent, that files its Federal Income Tax returns on a is? (FAR 52.204-3, FAR 52.212-3)
5. Is co	egin by selectin possolidated basi	owned or controlled by a common parent, that files its Federal Income Tax returns on a is? (FAR 52.204-3, FAR 52.212-3)
B 6. Is co	egin by selectin possolidated basi	owned or controlled by a common parent, that files its Federal Income Tax returns on a is? (FAR 52.204-3, FAR 52.212-3) vide the company name and TIN for the common parent. (FAR 52.204-3, FAR 52.212-3)
B 6. Is cc If	egin by selecting processing the processing processing the processing process of the process of	owned or controlled by a common parent, that files its Federal Income Tax returns on a is? (FAR 52.204-3, FAR 52.212-3) vide the company name and TIN for the common parent. (FAR 52.204-3, FAR 52.212-3)
B 6. Is co	egin by selecting the selecting on solidated basing No Syes, please proompany Name	owned or controlled by a common parent, that files its Federal Income Tax returns on a is? (FAR 52.204-3, FAR 52.212-3) vide the company name and TIN for the common parent. (FAR 52.204-3, FAR 52.212-3) :
52 B 6. Is co	egin by selecting the selecting on solidated basis No selecting the selecting on solidated basis on selecting the selecting the selecting of the selecting t	owned or controlled by a common parent, that files its Federal Income Tax returns on a is? (FAR 52.204-3, FAR 52.212-3) vide the company name and TIN for the common parent. (FAR 52.204-3, FAR 52.212-3)
BB 66. Is confident of the confidence of the con	egin by selecting the selecting on solidated basis No selecting the selecting on solidated basis on selecting the selecting the selecting of the selecting t	owned or controlled by a common parent, that files its Federal Income Tax returns on a is? (FAR 52.204-3, FAR 52.212-3) vide the company name and TIN for the common parent. (FAR 52.204-3, FAR 52.212-3) : cate there is not an active exclusion for PANAGED BOOK Sprincipals, currently debarred, suspended, proposed for debarment, or declared ineligible for the aw
B B B C C C C C C C C C C C C C C C C C	egin by selecting the passion of the past three thr	wide the company name and TIN for the common parent. (FAR 52.204-3, FAR 52.212-3) cate there is not an active exclusion for PAR 52.212-3. Are any of PAR 52.212-3. cate there is not an active exclusion for PAR 52.212-3. cate there is not an active exclusion for PAR 52.212-3.

	In the past three years, has Charles Sept CHORDIC been notified of any delinquent Federal Taxes in an amount that exceeds \$3,000 for which liability remains unsatisfied? (FAR 52.200-5, FAR 52.212-3)
	No.
9.	Is a governmental entity with, commission of any of the offenses enumerated in Question 8? (FAR 52.209-5, FAR 52.212-3)
	No 🔻
10	Within the past three years, has an
11.	Please list the name of any HUBZone businesses participating in a HUBZone Joint Venture with Physical Republic INC. (FAR 52.219-1, FAR 52.212-3) V None
	Add New Joint Venture Company
12	If there are any Small Disadvantaged Businesses participating in a Joint Venture with Properties Population Plans please list the names of those companies below. (FAR 52.219-22, FAR 52.212-3) Vone
	Add New Joint Venture Company
13.	Our records indicate that BURNAFF BORY GUOD DIC is not participating in a Women Owned Small Business Joint Venture (FAR 52.212-3, FAR 52.219-1)
14	Our records indicate that ANDMOND ROOM PAGE 's not participating in a Economically Disadvantaged Women Owned Small Business Joint Venture. (<u>FAR 52.212-3</u> , <u>FAR 52.219-1</u>)
15.	Does Manager provide any data to the Government that qualifies as limited rights data or restricted computer software? (FAR 52.227-15)
	No 🔻
	If yes, please list limited rights data or restricted computer software below: (FAR 52.227-15)
	Add New Software

- 16. Our records indicate that December 2007 and as selected the Entity Structure type of Corporate Entity (Not Tax Exempt) (FAR 52.204-3, FAR 52.212-3)
- 17. Are you a Small Disadvantaged Business?

The answers below regarding your small business status ("Small" or "Other than Small") are pre-filled based on your previously entered size standard information (number of employees and total receipts).

When you answer the question on your Small Disadvantaged Business status, you are doing so for each NAICS for which you have been identified as "small".

The NAICS for which you are identified as small are shown in the table below; these Y/N answers are located in the "Small Business?" column where a "Y" indicates "Small" and "N" indicates "Other than Small". These answers are derived from the SBA's size standards.

The NAICS shown are those you have entered. You may click the "View More" button to see your entity's size status for any existing NAICS. If you disagree with any of the pre-filled information, you must return to Assertions and change your values there.

The "Edit" button will return you to the correct location to make these changes.

(FAR 52.212-3, FAR 52.219-22)

EDIT

NAICS Code	Name	NAICS Exception	Size Standard	Small Business?
811121	AUTOMOTIVE BODY, PAINT, AND INTERIOR REPAIR AND MAINTENANCE		\$7,000,000.00	Y
811111	GENERAL AUTOMOTIVE REPAIR		\$7,000,000.00	Y

VIEW MORE	
No	•

18. Is INCLUDED BODT SHOT IN Discated in a Small Disadvantaged Business Procurement Mechanism authorized region (see SIC code 15, 16 and 17 for authorized regions)? (FAR 52.219-22, FAR 52.212-3)

1000	
Mo	
140	35.63

Order No. 131	26 (link provided to current list)? (FAR 52.222-1	8, FAR 52.212-3)	
No			
If Yes, has need	North Book Guest Disc based on a good faith effor	t to determine whether forced or inden	tured child labo
	ne, produce, or manufacture any such end produ		
labor. (FAR 52	.222-18, FAR 52.212-3)		
Not Applicab	e 🔻		
20. Has Burnage	nonveyor pre held previous contracts/subcon	tracts subject to Federal Acquisition Res	ulation (FAR)
	ual Opportunity)? (FAR 52,222-22, FAR 52,212		Sanation (11 My
No			
1			
	, DFARS 252,225-7035)		
No	T State Control of the Control of th	•	
	st these products and their corresponding country		EDIT MY PSCS
		of origin.	EDIT MY PSCS
If yes, please li	st these products and their corresponding country	of origin.	I New Product
If yes, please l	st these products and their corresponding country	of origin.	i New Product
If yes, please li 22. Has Extraout	st these products and their corresponding country boor snor and filed all required Equal Employ)	of origin.	i New Product
If yes, please l	st these products and their corresponding country	of origin.	i New Product
If yes, please li 22. Has FAR 52.212-3 Yes	st these products and their corresponding country boor snor and filed all required Equal Employ)	of origin. Add Ment Opportunity compliance reports?	I New Product
If yes, please li 22. Has FAR 52.212-3 Yes	st these products and their corresponding country BODT SHOT INC filed all required Equal Employ	ment Opportunity compliance reports?	FAR 52.222-5 5, FAR 52.212-
If yes, please li 22. Has FAR 52.212-3 Yes	st these products and their corresponding country BODT SHOT INC filed all required Equal Employ one of the following statements that applies to	ment Opportunity compliance reports?	FAR 52.222:
If yes, please line FAR 52.212-3 Yes 23. Please choose (st these products and their corresponding country BODT SHOT INC filed all required Equal Employ one of the following statements that applies to	ment Opportunity compliance reports? (FAR 52.222-2) irmative action programs required by	(FAR 52.2223 5, FAR 52.2123 Secretary of La
If yes, please li 22. Has FAR 52.212-3 Yes 23. Please choose of regulations.	bob! shor the filed all required Equal Employ ne of the following statements that applies to	ment Opportunity compliance reports? (FAR 52.222-2) irmative action programs required by	(FAR 52.222-2 5, FAR 52.212- Secretary of La
If yes, please li 22. Has FAR 52.212-3 Yes 23. Please choose of regulations.	ne of the following statements that applies to	ment Opportunity compliance reports? FAR 52.222-2	(FAR 52.222-2 5, FAR 52.212-2 Secretary of Lab

If yes, please answer the following questions: Are the items of equip commercial items which are used regularly for other than Government and in substantial quantities to the general public in the services in substantial quantities to the general public in the services furnished at prices which are, or are based on, established by the services furnished at prices which are, or are based on, established by the services furnished at prices which are, or are based on, established by the services as the services as the services as the services as a services as the services described in the services described and sold regularly to non-Governmental customers, and case of an exempt subcontract) to the general public in substantial of the services of the s	ment purposes, and are sold or traded by princers the course of normal business operations? (FAR 52.212 deliblished catalog or market prices? (FAR 52.212-3, FAR age and fringe benefits) plan for all service employees are noted uses for equivalent employees servicing the R 22.1003-4(d)(1)? (FAR 52.212-3, FAR 52.222-52)
commercial items which are used regularly for other than Govern 3. FAR 52.222-48) Not Applicable Are the services furnished at prices which are, or are based on, esta 52.222-48) Not Applicable Does Does	ment purposes, and are sold or traded by purposes, he course of normal business operations? (FAR 52.212 abbished catalog or market prices? (FAR 52.212-3, FAF age and fringe benefits) plan for all service employees are not uses for equivalent employees servicing the catalog of the course of the c
Not Applicable Does	the course of normal business operations? (FAR 52.212 sublished catalog or market prices? (FAR 52.212-3, FAR age and fringe benefits) plan for all service employees uses for equivalent employees servicing the R 22.1003-4(d)(1)? (FAR 52.212-3, FAR 52.222-52)
Are the services furnished at prices which are, or are based on, esta 52.222-48) Not Applicable Does Prince Prince Price Pric	ablished catalog or market prices? (FAR 52.212-3, FAR age and fringe benefits) plan for all service employees uses for equivalent employees servicing the R 22.1003-4(d)(1)? (FAR 52.212-3, FAR 52.222-52)
Are the services furnished at prices which are, or are based on, esta 52.222-48) Not Applicable Does D	age and fringe benefits) plan for all service employees constructions of equivalent employees servicing the R 22.1003-4(d)(1)? (FAR 52.212-3, FAR 52.222-52)
Are the services furnished at prices which are, or are based on, esta 52.222-48) Not Applicable Does D	age and fringe benefits) plan for all service employees **********************************
Not Applicable Does Provide Services as Management of commercial customers. (FAR 52.222-48) Not Applicable Does Provide Services as described in FAI Ones Provide Services as described in FAI	age and fringe benefits) plan for all service employees **********************************
Does Provide Services as described in FAI Vendor will provide information with specific offers to the Government iyes, please answer the following questions: Are the services described of the offered and sold regularly to non-Governmental customers, and ase of an exempt subcontract) to the general public in substantial of FAR 52.212-3, FAR 52.222-52)	R 22.1003-4(d)(1)? (FAR 52.212-3, FAR 52.222-52)
Does Provide Services as described in FAI Vendor will provide information with specific offers to the Government yes, please answer the following questions: Are the services described of Government of Services and Services and Services are described in FAI offered and sold regularly to non-Governmental customers, and asse of an exempt subcontract) to the general public in substantial of SEAR 52.212-3, FAR 52.222-52)	R 22.1003-4(d)(1)? (FAR 52.212-3, FAR 52.222-52)
performing work under Government contracts as Paragraphics and equipment of commercial customers. (FAR 52.222-48) Not Applicable provide services as described in FAI Vendor will provide information with specific offers to the Government of yes, please answer the following questions: Are the services described of the offered and sold regularly to non-Governmental customers, and ase of an exempt subcontract) to the general public in substantial of the far 52.212-3, FAR 52.222-52)	R 22.1003-4(d)(1)? (FAR 52.212-3, FAR 52.222-52)
performing work under Government contracts as Paragraphics and equipment of commercial customers. (FAR 52.222-48) Not Applicable provide services as described in FAI Vendor will provide information with specific offers to the Government of yes, please answer the following questions: Are the services described of the offered and sold regularly to non-Governmental customers, and ase of an exempt subcontract) to the general public in substantial of the far 52.212-3, FAR 52.222-52)	R 22.1003-4(d)(1)? (FAR 52.212-3, FAR 52.222-52)
Not Applicable provide services as described in FAI Vendor will provide information with specific offers to the Governme Eyes, please answer the following questions: Are the services described offered and sold regularly to non-Governmental customers, and ase of an exempt subcontract) to the general public in substantial of FAR 52.212-3, FAR 52.222-52)	R 22.1003-4(d)(1)? (FAR 52.212-3, FAR 52.222-52)
Vendor will provide information with specific offers to the Government of yes, please answer the following questions: Are the services described in offered and sold regularly to non-Governmental customers, and ase of an exempt subcontract) to the general public in substantial of FAR 52.212-3, FAR 52.222-52)	nt 💌
Vendor will provide information with specific offers to the Governme yes, please answer the following questions: Are the services described offered and sold regularly to non-Governmental customers, and ase of an exempt subcontract) to the general public in substantial of the far 52.212-3, FAR 52.222-52)	nt 💌
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esse offered and sold regularly to non-Governmental customers, and case of an exempt subcontract) to the general public in substantial of FAR 52.212-3, FAR 52.222-52)	oed in <u>FAR 22.1003-4(d)(1)</u> by EXECUTE:
em offered and sold regularly to non-Governmental customers, and asse of an exempt subcontract) to the general public in substantial of FAR 52.212-3, FAR 52.222-52)	
ase of an exempt subcontract) to the general public in substantial of FAR 52.212-3, FAR 52.222-52)	are provided by the offeror (or subcontractor in the
	uantities in the course of normal business operations
Not Applicable -	
are the services furnished at prices which are, or are based on, estab	olished catalog or market prices? (FAR 52.212-3. FAR
2.222-52)	S
Not Applicable 🕶	
ooes Section 1980	who will newform the services described in EAR
loes that each service employee 2.1003-4(d)(1) spend only a small portion of his/her time (a mont	-
n annualized basis, or less than 20% of available hours during the	
nonth) servicing the Government contract? (FAR 52.212-3, FAR 5:	
	2.22.72)
Not Applicable 💌	
oes secured pop archave the same compensation (wage	and fringe benefits) plan for all service employees
erforming wo <mark>rk</mark> for Government and commercia <mark>l</mark> customers? (<u>FAR</u>	52.212-3, FAR 52.222-52)
Not Applicable -	

541370, 541410 or 541620. SF	330 part II information is not applicable.	0, 341320, 341330, 341300,
CANCEL	PRE	SAVE AND CONTINUE
28. Does	rish to bid on, or currently hold any DoD-issued or D	oD-funded contracts?
Armen Arman	anticipate that supplies will be transported by sea in	the performance of any contract or
	solicitation? (<u>DFARS 252.212-7000, DFARS 252.247</u>	and the property of the first of the property
material price(s) established and	represent that the prices set forth in this contract are discontrolled by a foreign government and do not incluses or material prices? (<u>DFARS 252.216-7008</u>)	
If yes, please select the name of t	he host Country: (<u>DFARS 252.216-7008</u>) value	
31. Is Not Applicable	ectively owned or controlled by a foreign governmen	:? (<u>DFARS 252.209-7002</u>)
If yes, please provide a disclosure government. (DFARS 252.209-	e point of contact and information about the entity(ie 7002)	s) controlled by a foreign
First Name:		
Middle Intial :		
Last Name :		
Telephone Number :		
Extension:		
International Code:		
Entity(ies) controlled by Foreign	Government: (<u>DFARS 252.209-7002</u>)	
	Add	New Foreign Government Entity

- Review Representations & Certifications
 - o Click on the "Acceptance of Terms"
 - I have read each of the FAR and DFARS provisions presented above. By submitting this certification, I, AND NUMBER am attesting to the accuracy of the representations and certifications contained herein, including the entire NAICS table. I understand that I may be subject to penalties if I misrepresent NUMBER and of the above representations or certifications to the Government.
- Save & Continue

POINTS OF CONTACTS

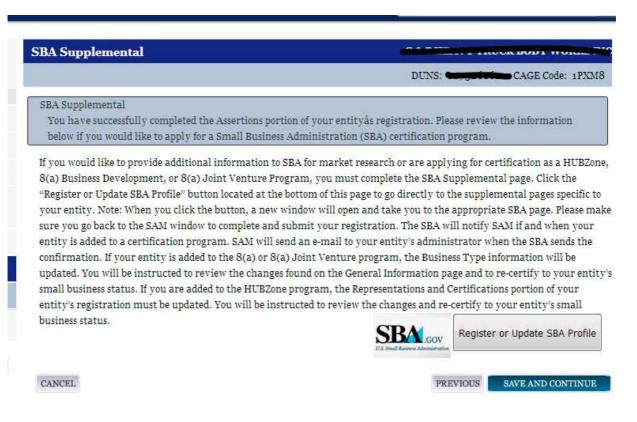
- Electronic Business POC
 - o Enter Or Verify First Name
 - o Enter Or Verify Last Name
 - o Enter Or Verify Email address
 - o Enter or Verify Phone & Fax numbers Proper Format Required (XXX)XXX-XXXX
 - o Enter Or Verify Address, City, State & Zip Code
- Government Business POC (Same as above)
 - o If information is the same, click on COPY and select Electronic POC
 - Verify with vendor who would be the POC responsible for maintaining the SAM account – ONLY the GOV POC can contact and/or make changes to CAGE
- Accounts Receivable POC (Same as above)
 - If information is the same, click on COPY and select Electronic or Government
 POC
- OPTIONAL POCs - SAM does not require optional POCs - Click each of the following to open and click on DELETE

/ tou Optional FO

- ▶ Electronic Business Alternate POC
- ▶ Government Business Alternate POC
- Past Performance POC
- ▶ Past Performance Alternate POC

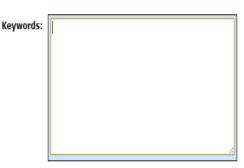
SBA Supplemental

Advised by PTAC that this is important to complete; however, is not mandatory in order to complete SAM update - If you choose to complete, follow the below instructions – If not, just click on Save and Continue to bypass



- Click on Register or Update SBA Profile
- Click Next
- Type in specific details on work performed by vendor

In addition to words in the Capabilities Narrative of your "Products & Services, General" page, list keywords that characters, total.



- Enter Name of person Certifying information Owner
- Click Save/Next
- Verify information on next page
- Click Next
- Enter Business website
- If none, Click Save/Next
- Verify information
- Click Next
- Enter Owner information
- Click Save/Next
- Enter information that applies
- Click Save/Next
- Enter NO for exporter
- Click Save/Next
- Enter info if desired, otherwise leave blank click Save/Next
- Next
- Click Exit
- Page will EXIT
- Click back over to SAM

Click on SAVE & Continue

Entity Review - SUBMIT

(If all blocks were completed – Vendor has been submitted for update)